

# Safety Inspection Checklist

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<b>Facility</b>	<b>Location</b>	<b>Date</b>	<b>Inspection by</b>
<p><b>Purpose:</b> To examine and observe the individual locations as to safety conditions and security.</p> <p><b>Procedure:</b> The individual should answer all items on the checklist and list detailed comments on all problem or potential problem areas. The checklist is to be submitted to safety committee for follow-up once completed and acknowledge by the location supervisor.</p>			
<b>Posting Requirements:</b>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
1 Are OSHA notices posted on employee bulletin boards?	<input type="checkbox"/>	<input type="checkbox"/>	
2 Are emergency telephone numbers posted for police, fire and ambulance?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Safety:</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1 Are there an adequate number of exits provided?	<input type="checkbox"/>	<input type="checkbox"/>	
2 Are all exits properly marked?	<input type="checkbox"/>	<input type="checkbox"/>	
3 Are exits free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
4 Is there an emergency lighting system?	<input type="checkbox"/>	<input type="checkbox"/>	
5 Does emergency lighting system appear in operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Housekeeping:</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1 Are aisles and work areas kept clean and free of tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
2 Are tools,nails, and parts kept in proper storage in bins and on pallets?	<input type="checkbox"/>	<input type="checkbox"/>	
3 Are pallets stored in the flat position?	<input type="checkbox"/>	<input type="checkbox"/>	
4 Do pallets appear well constructed and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
5 Are compressed gas cylinders stored in a dry and well ventilated place?	<input type="checkbox"/>	<input type="checkbox"/>	
6 Are oxygen cylinders and flammable gas cylinders stored separately (Temp. 130 degree F)?	<input type="checkbox"/>	<input type="checkbox"/>	
7 Are all aisle width appear adequate for normal passage?	<input type="checkbox"/>	<input type="checkbox"/>	
8 Dose the aisle width appear adequate for normal passage?	<input type="checkbox"/>	<input type="checkbox"/>	
9 Are tacks in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
10 Dose pallets placed in tacks appear adequately secured?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electrical:</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1 Are extension cords and plugs properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>	
2 Is the use of extension cords limited/	<input type="checkbox"/>	<input type="checkbox"/>	
3 Is the overall condition of the extension cords satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	
4 Are electrical panels kept clear for easy access/	<input type="checkbox"/>	<input type="checkbox"/>	
5 Is the area clear of any combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	
6 Are power tool electrical cords in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Condition of Equipment:</b>	Yes	No	<u>Comments</u>
1 Are tool handles and grips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
2 Are guard in heat sealer position?	<input type="checkbox"/>	<input type="checkbox"/>	
3 Is the heat sealer unit properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>	
4 On compressors and drill presses, are the drive belts properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	
5 Are table saws equipped with adequate guards?	<input type="checkbox"/>	<input type="checkbox"/>	
6 Are table saw belts properly enclosed?	<input type="checkbox"/>	<input type="checkbox"/>	
7 Are table saw belts properly enclosed?	<input type="checkbox"/>	<input type="checkbox"/>	
8 Are operators of table saw required to wear proper protection glasses/	<input type="checkbox"/>	<input type="checkbox"/>	
9 Are ladders properly stored and in good condition/	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Protection:</b>			
1 Are storage of flammables:	<input type="checkbox"/>	<input type="checkbox"/>	
a) Kept in proper cabinets or rooms/	<input type="checkbox"/>	<input type="checkbox"/>	
b) Adequately ventilated?	<input type="checkbox"/>	<input type="checkbox"/>	
2 Is there an adequate number and type of fire extinguishers available?	<input type="checkbox"/>	<input type="checkbox"/>	
3 Are no smoking signs posted and enforced?	<input type="checkbox"/>	<input type="checkbox"/>	
4 Is there adequate ventilation to the spray paint booth?	<input type="checkbox"/>	<input type="checkbox"/>	
5 Is there no more than a day's supply of paint kept outside the storage room?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Security:</b>	<input type="checkbox"/>	<input type="checkbox"/>	
1 How many keys to each door exits?	<input type="checkbox"/>	<input type="checkbox"/>	
2 Note who has the keys to each door.	<input type="checkbox"/>	<input type="checkbox"/>	
3 How often are locks changed on the doors?	<input type="checkbox"/>	<input type="checkbox"/>	
(Should not be less than every three to four years.)	<input type="checkbox"/>	<input type="checkbox"/>	
4 Note last time locks were changed.	<input type="checkbox"/>	<input type="checkbox"/>	
5 When was the last employee terminated?	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewed by:

\_\_\_\_\_  
Division Head

\_\_\_\_\_  
Date

Reviewed by:

\_\_\_\_\_  
Bureau Manager

\_\_\_\_\_  
Date